

## **ASSOCIATED STUDENTS ELECTION COORDINATOR**

### **Statement of Purpose:**

The Election Coordinator organizes the annual AS WWU spring elections and any special election held throughout the year in accordance with the A.S. Election Code and is responsible for encouraging student participation in campus elections through voting and recruitment of candidates. During fall quarter the Election Coordinator works with the AS VP for Legislative Affairs to publicize and promote the general election in November, increase voter registration and turnout among students and also help inform the student population about candidates and current issues for the election..

### **Term of Position:**

Position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. Position holder is required to attend the AS orientation during the week prior to the start of classes in addition to the regular 15 hours required that week. Payment for orientation is included in the monthly salary.

### **Salary:**

Position earns 1.5 x monthly salary base established by the AS Board of Directors for the current fiscal year. This position requires on average 15 hours per week. Position holder may work more some weeks and less other weeks depending on program needs. Position holder is paid through winter and spring breaks, but is not required to maintain office hours during that time.

### **Reportage:**

The Election Coordinator reports to the Director Student Activities, and works closely with the ASVP for Legislative Affairs.

### **Required Qualifications:**

1. Must maintain a minimum of 10 credits for undergraduates, and 8 credits for graduates during the entire duration of employment.
2. Must maintain a minimum of 2.00 cumulative grade point average.

### **Recommended Qualifications:**

1. A working knowledge of the Associated Students organization.
2. Ability to communicate accurately and effectively.
3. Organizational skills and problem solving techniques.
4. A working knowledge of the A.S. election process.
5. Previous experience involving school elections.
6. Ability to deal with stressful situations.
7. Previous experience involving publicity.

### **General Election Responsibilities (Fall Quarter):**

1. Coordinate with the VP for and volunteers to increase voter registration.
2. Act as the main coordinator of voter registration drives
3. Produce at least one major event for the purpose of informing students about election issues and candidates.
4. Establish and maintain effective working relationships with the County Auditor and other local election officials.

5. Perform other duties as assigned by the VP for Legislative Affairs or the Board of Directors.

**AS Election Responsibilities:**

1. Establish the annual budget; manage the finances as budget authority.
2. Have a complete working knowledge of the A.S. Election Code.
3. Utilize existing resources in the public recruitment of candidates.
4. Compile and distribute campaign packets of necessary forms to candidates. (See Section III, E. 1. of the Code).
5. Set calendar of meetings, deadlines, election dates and encourage students to file for office by using campus media, advertisements, signs, flyers, etc.
6. Develop and maintain adequate promotion of student candidates and publicity for the election (i.e. poster posting, press release, etc.)
7. Encourage campus media to publicize candidates, issues, forums, referendums, and the election.
8. Arrange for a variety of opportunities for all candidates to present themselves at public meetings or events for equal time. This includes but is not limited to hall council meetings.
9. Chair the mandatory candidate orientation meeting. Collect forms, describe rules of election, give specific information and draw by lot for order on ballot and voters pamphlet.
10. Organize, coordinate, and advertise at least two candidate/issue forums.
11. Work with the *A.S. Review* Editor to assemble election pamphlets for distribution to the student body. This includes format, photos or graphics, text, printing, and distribution. Include candidate and issue statements, voting places, times, and requirements.
12. Give reports directly to the A.S. Board of Directors on a regular official basis during election time.
13. Design, print, and secure ballots or arrange for voting machines.
14. Enlist unbiased volunteers or hire unbiased ballot counters, following Election Code guidelines.
15. Coordinate and arrange for unbiased pollworkers. Have booths and materials set up and removed on election day(s).
16. Devise procedure to ensure one vote per student.
17. Follow guidelines in A.S. Election Code concerning Election Board.
18. Know procedures and take precautionary measures to handle grievances.
19. Responsible for providing documents to the Election Board upon request.
20. Release un-ratified voting results and have A.S. Board of Directors ratify results.
21. Keep a journal, which includes problems, specific costs, etc., to be passed on to the successor, and coordinate 6 hours of internship time with the successor.
22. Establish and maintain a minimum of 10 office hours per week.
23. Devote at least a total of 15 hours per week to A.S. business.
24. Follow all A.S. policies, Election Code and the Bylaws.

***The Associated Students is an Equal Opportunity Employer.***

Subject to change in accordance with the A.S. Election Code or A.S. Employment Policy.